

This form must be approved before filming or photography begins.

Conditions when filming in the University of New England Library

- You use the premises at your own risk.
- You keep disruptions to a minimum.
- You must ensure the Library’s image is positively reflected in the film or photograph(s).
- You must not use any UNE logo, letterhead or other identifying marks without the UNE’s prior written consent (see Marketing and Public Affairs).
- The University Librarian has the right to request a preview of the film or photograph(s).
- You undertake and agree to immediately edit or remove the Library scenes from the film if those scenes damage the Library’s image in any way.

I agree to give permission to The University of New England Library for the photographs or films taken or submitted to be used in all areas of Library publicity (including printed or electronic material).

Contact Details

Name: _____

UNE Department _____

Or Company Name _____

Telephone: _____

Email: _____

Other: _____

Filming / Photographing Details

MPA Approved: Yes No

Date, time and duration: _____

Area(s) involved (eg. Dixson Library, Law Library) _____

Reason for filming or photographing: _____

Signature: _____

Date: _____

Please return signed form to: libcomms@une.edu.au

Office Use Only	
Permission:	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Signature:	_____ Barbara Paton, University Librarian
Date:	__/__/----
Response:	<input type="checkbox"/> Sent to requester <input type="checkbox"/> Sent to Service Desk
Processed by:	_____
Date:	_____ _____